

HEALTH AND WELLNESS MANAGER

General Definition of Work:

Performs intermediate professional and responsible administrative work in the development and administration of: healthcare benefits, wellness program, and employee health clinic. Work is performed under the limited supervision of the Human Resources Director.

Essential Functions/Typical Tasks:

Developing, overseeing and administering group healthcare benefits, employee wellness programs and employee health clinic; preparing and analyzing detailed and complex reports, spreadsheets, etc; making recommendations for efficiencies, actions, and legal compliance; preparing and maintaining health and wellness records and files; preparing related reports; maintaining confidentiality.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Design and administer group medical plan.
- Communicate insurance updates to employees.
- Serves as liaison with TPA for employee group medical insurance issues.
- Responsible for group medical plan billing, claim reporting.
- Participates in healthcare benefit administration; completion of benefit forms; and in resolving benefits related problems.
- Participates in healthcare benefit renewal and open enrollment processes; identifies benefit trends; prepares cost and funding projections; calculates benefit premiums; makes recommendations.
- Reviews, tracks, reconciles, and analyzes benefits reports, invoices, funding, and utilization to ensure accuracy, cost effectiveness, and proper funding.
- Maintains Affordable Care Act compliance for health insurance fund.
- Oversee, develop and implement wellness programs.
- Hires, schedules and oversees Fitness Instructors.
- Coordinate and maintain employee health clinic.
- Coordinate health and wellness related research and data collection.
- Develops and provides presentations. Prepares brochures, flyers, and other written materials.
- Completes special projects as assigned.
- Prepare reports and maintain appropriate records.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of group health insurance, health education, and federal and state laws governing group health insurance. General knowledge of the organization and functions of County government; of modern personnel and management principles, practices and techniques; and of County policies, procedures, and regulations. Working knowledge of office equipment and computers and applicable software applications. Ability to analyze working conditions; to plan, develop and conduct wellness programs; to understand and administer group health insurance regulations, policies and procedures; to research, compile, evaluate, and analyze financial, technical, and other data; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with third party providers, department directors, supervisors and other employees; to maintain confidentiality; and to attend work regularly..

Education and Experience:

Requires graduation from an accredited college or university with a Master's degree in health science or related field and knowledge of health care benefits or equivalent combination of training and experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and wearing a self contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate driver's license valid in the state of North Carolina. Prefer Certified Health Education Specialist (or related certification) and/or ability to obtain.

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